

## **Saint Francis Brass Band Board of Directors Meeting**

**July 16, 2024**

The meeting began at Resurrection Lutheran Church at 7:00 pm with the following board members in attendance: President Dave Koch, Vice President Chuck Moore, Secretary-Treasurer Neil Smith, John Roth, Jeff Eichen, John Wakeford, Daniel Fenton, Music Director John Morrison, and Music Director Emeritus Doug Amaxopoulos.

Dave Koch reviewed the minutes of the board meeting on January 17, 2024, and the annual meeting of the band on January 21, 2024. Dave noted that provisions had been made for staggered terms of board members so that all board members' terms did not end at the same time. Chuck Moore moved to approve the minutes of both meetings, and John Roth seconded the motion. The minutes were unanimously approved.

Secretary's Report – Neil Smith reported that the application for recognition as an exempt organization was approved by the IRS on March 21, 2024. The IRS Form 990-N(e-postcard), the annual filing requirement for small tax-exempt organizations, was filed with the IRS on April 7, 2024.

Treasurer's Report – Neil Smith reported that the current balance for the band's checking account at First Horizon Bank is \$281.35, after a \$225.00 donation was received on April 1, 2024. There have been no other transactions.

Performance - Jake Mulford was unable to attend the meeting but submitted a report by email prior to the meeting. Performances at the retirement homes went well overall throughout the season. Other than the confusion on the date for Jordan Oakes in December 2023, there were no major issues. Jake has implemented a communication workflow on his end to make sure that the date issue doesn't happen again. There will be a check-in with the retirement home one month out from the performance and a final one-week out check-in to clarify anything as needed. Ideally, we should have all communication in writing via email, but some of the retirement homes are difficult to communicate with via email.

Jake has also added a call time for the band 30 minutes before the performances, and Jake plans to arrive at the venue 45 minutes before the performance. These times will make sure the band is on time and that someone is at the venue a little earlier to handle any last-minute issues, such as knowing where we are playing. Usually, other members of the band arrive earlier so this should be a no issue. This was done to address John Morrison's concerns from when we played at Jordan Oakes.

This past season we played at six retirement homes. Jake stated he would be happy to keep those six as our main performances each season, unless the band and/or board feels that this

was too much or too little. Jake advised that he had not looked at any other performance opportunities outside of retirement homes. Between the church services, the retirement homes, and the brass band festival, Jake opined that we have enough performances each year and that he did not feel the need to find any more opportunities. However, Jake advised he would be happy to change that if the band and/or board wanted to do so. Jake concluded his emailed report with a request for discussion on how we should approach finances for playing at these retirement homes. One approach is a "suggested donation," charging an actual fee, or just continuing to perform for no charge.

Dave advised the band is scheduled to perform at St. Francis UMC Sunday morning services once per quarter. John Morrison stated he would like to look at performances at other venues in the community. A general discussion then ensued concerning other possible venues – community events, farmers markets, malls, etc. – and how to pursue those other venues.

St. Francis UMC Liaison – Wendy Armstrong, who was unable to attend, has reached out to Minister of Music Sally Ann Timothy and received dates for Sunday morning performances. John Wakeford reported that no complaints have been received about the band practicing in the Gathering Space area. John Wakeford will provide the final schedule of rehearsals to the church office.

Communications – Jeff Eichen advised that he was working to complete the on-line calendar. Discussion was held on when the band would resume rehearsals, and it was agreed to resume rehearsals on the first Sunday after Labor Day, September 8, 2024. Jeff advised he would try to set the calendar up where the band has the first Sunday of each month off, although that could change as needed. Discussion was also held about the season ending in early June.

[A copy of the final schedule is attached to these minutes.]

Personnel – Chuck Moore reported on personnel issues. The use of the on-line attendance schedule was discussed. Chuck will be keeping track of members who are present/not present for rehearsals and performances and comparing that with the on-line attendance schedule. Chuck will then follow up on absentees. Discussion was held concerning rewarding or recognizing members with the best attendance. There was also discussion on the need for substitute players if absences create gaps in a section.

Library – John Roth reported on the music library. John has gotten everything that we played scanned, some 71 pieces. John advised that he obtains the list of pieces to be rehearsed from Music Director John Morrison in advance of the rehearsals and is usually able to get any new pieces scanned and on Google Drive before the rehearsals. There are currently 63 pieces in the binders, and John is aiming to have only 50 pieces in each binder. John will be re-filing music on

Monday, July 22, 2024, and will be assisted by Dave Koch, Doug Amaxopoulos, John Morrison, and possibly Daniel Fenton.

Website – Daniel Fenton reported that the website had been updated and that he was continuing to work on it. Jeff suggested posting post-concert video clips or photos on the website. The need to have performance dates on the website was also discussed.

A question was raised where the band polo shirts had been obtained. Doug advised they had come from Spectrum Screen Printing in Cary. It was agreed that John Wakeford and Wendy Armstrong would take over the duties of obtaining and issuing band shirts.

Music Director - John Morrison began with further discussion on how we keep track of attendance. John asked how easily members can report attendance in advance and suggested it should be as easy as sending a text message. He asked whether members did not report misses because it was too difficult.

John suggested that the band should seek some funding from the places where we play. He suggested an amount of \$200 for a donation or an honorarium, funds that could then be used to purchase additional music.

John suggested experimenting with having one or two children's concerts in the coming season; the band could invite students to learn four or five pieces in advance and join us at the end of a concert. John suggested we could propose this to the Town of Cary as a way of getting on the Downtown Park stage. We could also propose it to Apex and Holly Springs. John would like to find one or two other performance venues either in addition to or in place of a retirement community. On a side note, John proposed members wear shorts for the hot weather outdoor performances.

John advised the band needs some reinforcements in a couple of sections-cornets and possibly baritones – and we need to agree on how to go about this. The band could also use a percussionist. A brief discussion was held on recruiting youth percussionists, possibly from the Triangle Youth Brass Band or through area percussion instructors. It was noted that St. Francis UMC has three tympani. John indicated he was happy in general with attendance this past year, although attendance was sparser in the spring when members had more commitments.

John said the band needs some new pieces, and money is needed to purchase pieces. Pieces tend to run around \$35 each. Some members have already donated pieces. Other members could be encouraged to purchase pieces to donate to the band or donate funds for the purchase of music. Dave Koch asked John Morrison and John Roth to create a list of brass band pieces which members could purchase or make donations for purchase. John would like to get a better idea of the members' preferences and suggested we develop a short survey. The

survey would be anonymous and cover musical preferences, rehearsal schedules and length, performance opportunities, uniforms, or any other topic of importance to the band. While there was a brief discussion of using an on-line survey, John suggested it would be far simpler just to have a paper survey which members could complete at a rehearsal.

John concluded by thanking the board and band members for all of their efforts put forth this past year that made his job easier. The support ranges from attendance keeping, helping with our online presence, establishing by-laws, arranging concert opportunities, setting up and tearing down at rehearsals, scheduling, presiding, and certainly not least of all keeping excellent track of our music and library.

Doug Amaxopolous closed the meeting with a prayer.

There being no further business, the meeting adjourned at 8:30 pm.

## **2024-2025 St. Francis Brass Band Rehearsal and Performance Schedule**

September 1, 2024	Rest day
September 8, 2024	Rehearsal 02:30 PM
September 15, 2024	Rehearsal 02:30 PM
September 22, 2024	Rehearsal 02:30 PM
September 29, 2024	Rehearsal 02:30 PM [possible performance – Windsor Point]
October 6, 2024	Rest day
October 13, 2024	Rehearsal 02:30 PM
October 20, 2024	Performance - Saint Francis United Methodist Church 10:00 AM
October 27, 2024	Rehearsal 02:30 PM
November 3, 2024	Rest day
November 10, 2024	Rehearsal 02:30 PM
November 17, 2024	Rehearsal 02:30 PM [possible performance – Templeton of Cary]
November 24, 2024	Rest day
December 1, 2024	Rest day
December 8, 2024	Rehearsal 02:30 PM
December 15, 2024	Rehearsal 02:30 PM [possible performance – Jordan Oaks]
December 22, 2024	Rest day
December 29, 2024	Rest day
January 5, 2025	Rehearsal 02:30 PM
January 12, 2025	Rehearsal 02:30 PM
January 19, 2025	Performance - Saint Francis United Methodist Church 10:00 AM
January 26, 2025	Rehearsal 02:30 PM [Annual Meeting]
February 2, 2025	Rehearsal 02:30 PM
February 9, 2025	Rest day
February 16, 2025	Rehearsal 02:30 PM
February 23, 2025	Rehearsal 02:30 PM
March 2, 2025	Rest day
March 9, 2025	Rehearsal 02:30 PM
March 16, 2025	Rehearsal 02:30 PM
March 23, 2025	Rehearsal 02:30 PM
March 30, 2025	Rehearsal 02:30 PM
April 6, 2025	Rest day

April 13, 2025	Rehearsal 02:30 PM
April 20, 2025	Rest day
April 27, 2025	Performance - Saint Francis United Methodist Church 10:00 AM
May 4, 2025	Rehearsal 02:30 PM
May 11, 2025	Rest day
May 18, 2025	Rehearsal 02:30 PM
May 25, 2025	Rest day
May 31, 2025	Carolina Brass Band Festival TBD